

# The Graduate School Professional Development Grant Request for Proposals

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## **Mission:**

The Graduate School at Northwestern University has established a Professional Development Grant to support meaningful graduate student professional development programming at the department level.

## **Description:**

The Graduate School currently offers professional development programming on a broad range of topics through the NU Directions series. While this broadly applicable professional development programming for graduate students across disciplines will continue to be offered, The Graduate School recognizes that there is a need for discipline-specific professional development programming and that the professional development needs of graduate students across disciplines may vary.

For this reason, The Graduate School is introducing the Professional Development Grant to fund departmental and cluster efforts to offer graduate student professional development programming. This includes any activity that provides professional and life skill development relevant to the preparation of graduate students for their future career endeavors, whether inside or outside of academia. Topics might include, but are not limited to, job searching, career decision-making, leadership development, management skills, work-life balance, organizational and time management skills, conflict management, mentorship and advising skills, presentation skills, and career paths outside of academia.

## **Award Information:**

Both one-time events and event series will be considered.

The Professional Development Grant may fund any of the following:

- Operational costs (refreshments, room and equipment rental, etc...)
- Honoraria and/or travel costs for guest speakers
- Awards for student leaders of a program
- Publicity and/or printing.

Funds may not be used for any individual professional development (such as individual travel grants or conference attendance for individual students).

## **Eligible Applicants:**

Directors or administrators of any academic program that falls under the purview of The Graduate School may submit a grant proposal.

## **Proposal Guidelines:**

Grant proposals should:

- Include a description of the professional development program or event (including plans for timing of event, location, and number of students likely to participate).
- Explain the need for the professional development activity.
- Describe the intended impact on graduate students.
- Justify how the amount of funding requested benefits the number of graduate students expected to participate.
- Explain the interdisciplinary nature of the activity, if applicable, and how it involves interdepartmental and/or diverse student groups.
- Include a detailed budget.
- Include information about other sources of funding for the program, if any.
- Name those individuals who will be responsible for planning and logistics of the program and indicate whether any assistance with event planning, event staffing, and/or budget management will be required from The Graduate School.

Grants may be submitted electronically (as a Microsoft Word or PDF document) to [k-veraldi@northwestern.edu](mailto:k-veraldi@northwestern.edu). Grants for the 2008-2009 academic year should be submitted no later than Friday, July 18, 2008.

## **Review Criteria and Procedure:**

A Proposal Evaluation Committee comprised of TGS staff, including Senior Associate Dean Simon Greenwold, will review the grant proposals. In addition to reviewing whether or not the proposal adheres to the aforementioned guidelines, the committee may also consider the following:

- Is the proposal for a type of program or event already offered at Northwestern University and if so, does the proposal expand upon what is currently available?
- Does the program bring together students across disciplines?
- Does the proposal include programming for students considering career options outside of academia?

The committee may request additional information, budget changes, or brief presentations on selected proposals. The Proposal Evaluation Committee makes the final selections and notifies participants of its decisions by August 13, 2008.

## **Award Administration:**

The Proposal Evaluation Committee will determine the amount of funding to be granted and will notify the department in writing of the award. Funds will be transferred to the CUFS account indicated by the program/department.

At the end of the 2008-2009 academic year, the department/academic program must submit an expense report detailing how funds were used and the amount of unused funds.

The Graduate School will assist in marketing the program by including event announcements in TGS e-News and on our professional development website, as necessary.